



Confidential Internal Written Report Form

Form No: NHCB 059

Revision: 01

Issued: 12/03/26

In accordance with the Church policy, all incidents of child abuse or suspected child abuse (including those involving staff/workers/volunteers/pastors associated with the Church) are to be reported to the Queensland Department of Child Safety, Seniors and Disability Services and/or the Queensland Police as required, and to the relevant department leader who will as soon as possible pass on information to the leaders and elders of the Church.

This form is to be filled out by the person making the report to the department leader, preferably in their presence.

This document contains sensitive child safety information and must be stored securely in accordance with the church's Child Safe policies.

In no way, nor under any circumstances, is anyone in the Church to attempt to persuade someone not to report, or even delay reporting, to DOCS in the case of child abuse or suspected child abuse.

Date of this report _____

Has Queensland Department of Child Safety, Seniors and Disability been notified? Y / N

Have QLD Police (Police Link or emergency services) Been notified? Y / N

Date of notification _____

Child's name _____

Age: _____ Gender: _____

Parent's Name _____

Name of person making report _____

Phone: _____ Email: _____

Role in church: _____ Bluecard holder: Y / N

Name of person suspected if known _____

Date and time of incident _____

Location of incident _____

Where there any witnesses _____

Name: _____ Contact: _____

Is the child currently safe? Yes No Unknown

If No → Immediate action taken: _____



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Office to complete:

Reporting Actions Taken

- Department of Child Safety notified
- Queensland Police notified
- Church Child Safety Officer notified
- Senior Pastor/Eldership notified

Outcome/Follow Up Actions

Investigation undertaken

External reporting reference number:

Action taken by church

Ongoing monitoring

Name of Department leader/ youth worker: _____

Signature _____

Date: _____

Date referred to Senior Pastor/ Eldership _____